

# ***Consolidated Annual Performance and Evaluation Report Fourth Program Year | July 1, 2018-June 30, 2019***

Presented to the U.S. Department of Housing and Urban Development Boston Field Office  
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**TOWN OF ARLINGTON**  
**Consolidated Annual Performance and Evaluation Report (CAPER)**  
**Program Year 2018**  
**July 1, 2018 – June 30, 2019**

**GENERAL**

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**Executive Summary**

Required by the U.S. Department of Housing and Urban Development (HUD), the Consolidated Annual Performance and Evaluation Report (CAPER) provides detailed financial and beneficiary information explaining how the Town of Arlington is carrying out its housing and community development strategies, projects, and activities, outlined in the 2015-2019 Consolidated Plan. This report summarizes the results of activities that have taken place during PY 2018. It provides information for HUD and the town of Arlington to review funded programs and evaluate performance against established goals.

This year the Town received twenty-three funding requests from fourteen organizations and town departments totaling \$1,672,757. The applications are grouped into the following categories: Rehabilitation/Housing, Public Service programs, Public Facilities and Improvements, Planning, and Administration. This year the Town received three applications for brand new projects, the Housing Corporation of Arlington has applied to add solar panels to one of their affordable housing properties and has committed to providing the tenants, all of whom make a HUD-defined low- to moderate-income, with the majority of this savings; the Arlington Recreation Department applied for funding to reconstruct a park adjacent to the census block group of highest need; and the Conservation Commission applied for funding for the design of ADA-compliant trails and access at Wellington Park.

This year aimed to reach as many of the original Consolidated Plan goals as possible, including:

- Strengthen communities through investment in public infrastructure, parks and open space, and public facilities.
- Maximize affordable housing opportunities by creating and preserving affordable rental and homeownership housing.
- Invest in public services and community facilities that provide new or improved access to programs that serve youth, seniors, and at-risk, vulnerable households.

## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

In PY18, the Town continued to focus on affordable housing, public services, public facilities and improvements. This year, there was a greater emphasis on public facilities and improvements. The town supported the Housing Corporation of Arlington's capital improvement program to their existing affordable housing portfolio. As was outlined in the Program Year 17 CAPER, the Arlington Home Rehabilitation Program continues to experience a decline in program participants. While the program is important - it provides low interest loans and support working with local contractors to home owners for repairs to their homes – Arlington is changing and the need from eligible homeowners for the program is in question. Program evaluation continues from the last year informed the CDBG Subcommittee's reduced commitment to the program. This year the program was awarded \$25,000 for program administration while continuing to have access to prior years' unspent grant funds and program income, totaling over \$450,000, with an emphasis on keeping program overhead low. The program year drew some interest which generated new applicants. Reevaluation of the program will continue and will be modified or restructured completely to better serve lower-income households.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing Development	Affordable Housing	CDBG: \$	Rental units constructed	Household Housing Unit	0	9				

Affordable Housing Development	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	45	28	62.22%	6	3	50.00%
Affordable Housing Development	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	0	0				
Affordable Housing Development	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Affordable Housing Development	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	5	0	0.00%			
Affordable Housing Development	Affordable Housing	CDBG: \$	Housing for Homeless added	Household Housing Unit	0	3				
Affordable Housing Development	Affordable Housing	CDBG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Economic Development	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	5	3	60.00%			
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	40	10	25.00%	12	1	8.33%
Planning and Administration	Planning and Administration	CDBG: \$	Other	Other	1	0	0.00%	1	0	0.00%

Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	542	1523	281.00%	2000	548	27.40%
Public Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	106	21.20%	975	0	0.00%
Public Parks and Open Spaces	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	15	3.00%			
Public Services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	9800	5990	61.12%	1000	578	57.80%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

In PY18, the town awarded more than 57% of the grant toward projects that address accessibility. Improving access to public facilities and infrastructure is critical to the town, particularly for low- and moderate-income populations and areas. Improved parks and recreational opportunities and places that are ADA-compliant are important to the town for achieving CDBG goals.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	1,595
Black or African American	632
Asian	732
American Indian or American Native	1
Native Hawaiian or Other Pacific Islander	0
<b>Total</b>	<b>2,960</b>
Hispanic	438
Not Hispanic	2,522

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

2013-2017 American Community Survey notes that the percent of non-Hispanic white Americans living in Arlington is 80.2%, Hispanic or Latinos make up 5.4%, Black or African-Americans make up 2.7%, and American Indian or Alaska Native .5%, and Asian Americans 12% so the numbers above are an accurate depiction of Town demographics. The percent of people of color is far higher in the public services that serve younger Arlington residents than in services provided to older Arlington residents.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,231,680	987,829

Table 3 - Resources Made Available

### Narrative

In 2017-2018, the Town received \$1,111,355 in CDBG funds. With Program Income resources of \$120,325, for a total of resources made available for FY 2017-2018 of \$1,231,680.

While this grant year allocated the most money toward affordable housing creation and upkeep, the most money allocated during PY18 was for public improvements for ADA compliance, an ongoing project to increase accessibility across town. This is the most challenging category of expenditures due to the nature of the construction season and the dependence on weather in order to install new curb cut ramps and park upgrades. The second largest expenditure category was for the acquisition of property for the permanent home of Food Link, an organization working to address food access, insecurity, and inequity. The balance of funds remains for the Arlington Home Rehabilitation Loan Program.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

The funds that are allocated to the Town are available Town-wide with no priority assigned to geographic target areas. Instead funds are allocated to organizations that provide low- and moderate-income households with housing and supportive services. On an annual basis, the Town prioritizes the use of its CDBG funding for the development of affordable housing (including preservation and conservation) that serve lower-income households and to address public services for lower-income individuals and families through a range of public and privately-

operated social service programs.



## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Arlington's subrecipients often aim to supplement the total cost of delivering excellent programs and projects by leveraging other funds.

Last year the Arlington Youth Counseling Center received funding from the Town of Arlington, Arlington Public Schools, the Cummings Foundation, and the Department of Mental Health. In addition, AYCC raised \$60,000 from private donors, corporate sponsorships, and fundraising events like the Out on the Town Gala and the Cause and Event 5k.

The Arlington Boys and Girls Club receives approximately \$5,000 in donations from individuals to help support families in need.

Food Link received approximately \$75,000 in donations restricted for the capital expenditure for an operations facility. Additionally there is a \$25,000 invitation-only grant, which Food Link anticipates receiving. Food Link plans to launch a capital campaign this summer.

The Housing Corporation of Arlington leveraged \$40,000 HCA for capital improvements twice in the past 6 years.

Many public service programs that utilize CDBG funding are housed in Town-owned buildings including the Council on Aging, the Arlington Youth Counseling Center, Parks and Recreation, and Arlington High School.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	0	0
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

We continue to rehabilitate fewer homes than needed to meet our goal, putting us at fewer than 25% completed toward our consolidated plan goal of 40 homes. The hurdle to reaching this goal has been outlined in a prior section of this report: the Arlington Home Rehabilitation Program is not finding enough eligible applicants. This year the program had a lower CDBG award of new funds and was required to utilize existing available funds.

Overall, by the conclusion of the Consolidated Plan timeline, the town is hoping to have housed additional low- to moderate-income residents. Once the Westminster project is completed in the last quarter of 2019, the nine new units of housing will be added in the Consolidated Plan outcomes.

**Discuss how these outcomes will impact future annual action plans.**

As has been mentioned, the Town continues to closely monitor the Arlington Home Rehabilitation Program to measure success. The Town will be deciding whether or not to move forward with the program in future CDBG program years.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	0
Low-income	1	0
Moderate-income	3	0
<b>Total</b>	<b>4</b>	<b>0</b>

Table 7 – Number of Households Served

**Narrative Information**

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

Each year the town of Arlington conducts the Point in Time count with other communities throughout the country to get an accurate count of individuals experiencing homelessness. The count is conducted by a clinical social worker and police officer from the Arlington Police Department, a social worker with the Council on Aging, and the CDBG Administrator. The group also put together resource bags including food, toiletries, handwarmers, shelf-stable milk, and gift cards to handout to anyone found during the count. During the evening, no people were found, though evidence of people were found in three locations. While the Town was prepared with resources for any individuals found during the count, no one was found.

As is evident from the count, the number of individuals experiencing homelessness in Arlington is small. Arlington is a part of the Somerville-Arlington Continuum of Care, through which homeless individuals in Arlington can access a waitlist for housing. Arlington recently voted to join the Balance of State.

Arlington also has a number of social workers who provide assistance to individuals looking for resources in town. These social workers and other Town staff now comprise a Homelessness Task Force headed by the Town's Department of Health and Human Services.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Arlington does not have an emergency shelter or transitional housing. To fill this need, the town of Arlington partners with the neighboring community of Somerville as part of the Somerville-Arlington Continuum of Care. This relationship allows Arlington to refer people in need of emergency shelter or transitional housing to the Somerville Homeless Coalition.

In addition, the Somerville Homeless Coalition leases twenty units of transitional housing in Arlington, for which Arlington residents are eligible. Also, Arlington provides approximately 100 units of special needs housing. These units are a mix of transitional and permanent housing.

The Somerville-Arlington CoC transitioned to the Balance of State Continuum of Care to increase the opportunities for placement of individuals and families experiencing homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Homeless households in need of emergency housing are referred to the Housing Corporation of Arlington (HCA). HCA may refer them to the variety of shelters in the area such as Somerville Homeless Coalition, Bristol Lodge in Waltham. Alternatively, HCA may work with the client to complete and file an emergency housing application with the Arlington Housing Authority if their income makes them eligible or to a less expensive unit if they can afford the rent. HCA runs the Homelessness Prevention Program (HPP) which can provide grantfunds of up to \$1,500 per household for back rent, moving expenses, security deposits and first and last month's rent, as well as providing referrals, budgeting assistance, free furniture, negotiations with landlords to reduce back rent, and housing counseling. HCA raises private funds through an annual mail solicitation which has raised up to \$30,000 in prior years.

HCA's Homelessness Prevention Funds have helped many households with Section 8 Vouchers. Outreach to families and individuals in need is conducted through Facebook, HCA's webpage, phone calls to HCA, and referrals from local agencies that work with low income households, particularly the Arlington Boys and Girls Club, Arlington Housing Authority, Fidelity House, Arlington Public Schools as well as local churches, day care centers, the Council on Aging, Minuteman Senior Services, and Arlington Youth Counseling Center. Homeless households are given priority on the waiting list for HCA and AHA affordable units. Arlington's Veterans' Agent also occasionally helps veterans with housing problems, with both local and federal resources. Almost all of the households who access these services and funds are very low income.

In addition, services provided through the Somerville-Arlington CoC also include access to Healthcare for the Homeless. The staff from this program conducts inpatient rounds at the Cambridge Hospital for homeless patients and assists inpatient medical teams with discharge planning and treatment plans for homeless patients. Through the CoC, individuals can also access a number of shelters, transitional housing, services for homeless and runaway youth, services for Veterans, and more. Please see the Somerville-Arlington CoC Homelessness Resource Guide, attached.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to**

**affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

As also mentioned below, this past year, a number of social service agencies and housing providers came together to create the Humans Services Network or (HSN). The HSN provides direct services and referrals, including financial counseling and mental health services, referrals for legal assistance, state services, etc. One goal of the HSN is to prevent homelessness by providing preventative services.

Additionally, the Somerville Homeless Coalition leases 20 units of transitional housing in Arlington, for which Arlington residents are eligible. The SHC also provides services to these tenants to help them stay housed. In addition, Arlington provides approximately 100 units of special needs housing. These units are a mix of transitional and permanent housing. The Town's Veterans' Agent works with Arlington Veterans who may be in danger of becoming homeless by working with the Veterans' Association and the HCA.

Lastly, the Housing Corporation of Arlington and the Watertown Savings Bank host free financial workshops that covers how to budget, save, invest, build credit, and control debt.

One of the greatest barriers to preventing and ending homelessness in Arlington and the Metro Boston region is the shortage of affordable housing. Arlington is committed to preserving and rehabilitating existing affordable housing and working with both nonprofit and for-profit developers in the construction of affordable units.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The Arlington Housing Authority (AHA) receives Federal and State funds to address housing needs. As an independent quasi-public agency, the AHA is charged by statute with providing safe and affordable housing for income-eligible households.

The Arlington Housing Authority offers housing programs that provide affordable housing directly and also administers Section 8 certificates to subsidize privately-owned rental housing. The AHA manages 896 housing units, of which 520 units are available for elderly or handicapped residents and 176 units are designated for family housing. The Housing Authority administers 422 Section 8 vouchers and certificates, in addition to Massachusetts Rental Vouchers, to allow qualified participants to reside in privately owned dwellings throughout the community. These certificates and vouchers assist recipients to afford the increasing rents experienced in Arlington over the past decade.

Elderly and handicapped housing units are found in five developments: the Robert Hauser Memorial Building, Drake Village, Chestnut Manor, Winslow Towers, and Gerald J. Cusack Terrace. Menotomy Manor is a family housing development with both duplex and multi-unit buildings. The AHA also owns the Francis M. Donnelly Residence, a residential home for thirteen developmentally disabled adults. These developments are located in various areas around Town. Each development has its own Tenant Association. Tenant Associations sponsor a variety of events throughout the year to fund their programs. In addition, after multiple years of CDBG and state support, the Menotomy Life and Skills Building is complete.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

A primary activity funded by CDBG is to assist the Arlington Housing Authority was developing a Life and Skills Center. The Life and Skills Center helps residents gain greater self-sufficiency by encouraging and training tenants in financial education, including financial management skills needed to become a homeowner. Tenants are becoming more engaged, invested, and potentially part of management for the AHA properties. Construction of the Life and Skills Building was completed in early 2019.

Through Section 8, the AHA participates in HUD's Family Self-Sufficiency Program (FSS). The goal of this program is to help families become independent of public assistance within five to seven years through educational development, and technical, trade, and vocational skills training. The FSS strategy is to use housing as a stabilizing force so families are able to invest energy in efforts necessary to achieve self-sufficiency. Through the FSS program, successful participants may have portions of future rent increases placed into escrow accounts that will become

available to them upon completion of the program.

**Actions taken to provide assistance to troubled PHAs**

The Arlington Housing Authority is not designated as a troubled PHA.



## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The Town continues to support amending zoning to allow for increased residential and mixed-use development, especially affordable housing development.

In 2016 the Housing Production Plan was adopted by the Select Board and Arlington Redevelopment Board and approved by the state Department of Housing and Community Development with recommendations for increasing affordable housing. A Housing Plan Implementation Committee continues to work to advance plan recommendations.

This year, the town began advancing a plan to allow multifamily uses by right in higher density residential zoning districts and allow accessory dwelling units in lower density residential districts. These changes would allow for greater housing flexibility, diversity of housing choice, and greater affordability. The town is continuing to work on eliminating barriers to production and preservation of housing through improved zoning that will be brought to a fall special Town Meeting in 2020.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

Annually, Arlington addresses the need for affordable housing through the Community Development Block Grant funds; in 2018-2019, Arlington allocated over \$200,000 for capital improvements to existing affordable housing, and \$25,000 to help rehabilitate residents' homes.

Also annually through CDBG, Arlington continues to tackle the accessibility of Town infrastructure through the construction of Americans with Disabilities Act (ADA)-compliant curb cuts throughout town. An annual commitment of at least \$100,000 is spent on this effort each year. The Town is working to increase access to parks and recreational opportunities by addressing ADA compliance. The Town's recently-completed ADA Self-Evaluation and Transition Plan will provide greater direction and help prioritize architectural barrier removal.

Arlington continues to focus on human service transportation needs, particularly of note is our work in serving older adults and people with disabilities. \$35,000 was spent on activities that assist with the Council on Aging's transportation program, bringing older people and people with disabilities to places throughout town and to critical medical and wellness appointments.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The Housing Corporation of Arlington ensures their units are deleaded prior to renting up. Through the Home Rehabilitation Loan Program, Arlington residences are made lead-free or lead controled, should they find that the rehab work on their home will involve possible disturbance of lead-based paint. The Program works with a local contractor to remove lead paint.

In addition, each year the town tests the water in fifteen residences throughout town, based on year of construction as they may post an increased risk of high lead or copper results. In 2018, all resullts came back below reportable action levels for both copper and lead. September 2018 Lead, (ppb=parts per billion) Range 0.4-2.5 ppb, 90% Value 2.2 ppb (Target) Action Level Lead (ppb) 15 ppb.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The Town aims to reduce the number of poverty-level families by targeting CDBG and local funds to projects that will provide affordable housing units and related services to foster self-sufficiency. The Town does not have the resources or the capacity to increase income of poverty-level families, although the Town does act to reduce tax costs for lower-income seriors. and has a community development corporation to administer an emergency rental assistance program.

The Arlington Boys and Girls Club and Fidelity House both operate a jobs program for teens in the summertime. This provides a stipend for youth. Through participating in the program, participants learn valuable employment skills that will better prepare them for a career in the workforce. Jobs, Jobs, Jobs applicants are required to attend two workshops during July and August. Existing partnerships include Whole Foods, Cambridge Savings Bank, Boston Children's Hospital, Bunker Hill Community College, Colby College, and area high school guidance counselors. This activity provides a long-term, solution to reducing poverty-level families in Arlington.

The Arlington Boys and Girls Club and Fidelity House also receive CDBG funds for scholarships to help youth attend their programs during the summertime when school is not in session. This provides childcare for families when parents are at work, helping to ensure parents are stay employed.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The Town Department of Planning and Community Development (DPCD) administers all of the activities specifically identified in the

Consolidated Plan. The Assistant Director specializes in affordable housing and works closely with other housing-related organizations and service providers in the town and region to ensure that local housing needs and demand can be addressed. The working relationships between the DPCD and other Town departments is strong and facilitative. Due to the Town's relatively small size, communication is typically direct and immediate. As a result, gaps in program or service delivery are typically not the result of poor institutional structure or lack of intergovernmental cooperation, but rather due to lack of available resources. The Town actively encourages collaboration between housing providers and service agencies with the intention of fostering development of more supportive housing options. In FY 17-18, the Town continued to participate in the ongoing Continuum of Care planning process, which facilitates increased collaboration among the Town, neighboring City of Somerville, and virtually all housing and homeless service providers in the immediate region.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

A number of social service agencies and housing providers recently created the Humans Services Network or (HSN). Agencies involved in this effort include the Arlington Youth Counseling Center, Council on Aging, Arlington Housing Authority, Housing Corporation of Arlington, the Arlington Police Department, Arlington Health Department, the Arlington Food Pantry, the Arlington Public School's Social Worker, and most recently Mt. Auburn Hospital Social Work Department. The group meets monthly to discuss client households and other issues pertinent to assisting low income households. The HSN provides direct services and referrals, including financial counseling and mental health services, referrals for legal assistance, state services, etc. One goal of the HSN is to prevent homelessness by providing preventative services.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The Town remains positioned to comply with HUD's Affirmatively Furthering Fair Housing policy. The town is now working on a Fair Housing Action Plan which will be incorporated into the 2020-2024 Consolidated Plan. Also, the town has an approved housing production plan that recognizes the high cost of housing within the town. A number of committees work to reach these goals and to identify new and creative ways to address the high cost of housing. Housing prices continue to be the biggest impediment to fair housing. The Town continues to address this through CDBG support to the Housing Corporation of Arlington for the creation of new and updating of their existing housing portfolio.

All units owned by the Housing Corporation of Arlington are affirmatively marketed to diverse populations. The town's Affirmative and Fair Marketing Plans must be approved by the MA Department of Housing and Community Development.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

The program regularly monitors CDBG funded activities to ensure that all projects and programs are administered in compliance with applicable regulations and to ensure that those accomplishments are addressing the priorities established in the Consolidated Plan.

Subrecipients: The majority of funding is allocated to subrecipients. The subrecipient enters into an agreement with the Town detailing program requirements, applicable statutes and regulations, and references to the provision of OMB circulars containing federal cost principles, audit and uniform administrative requirements.

Technical Assistance: The Town is now conducting a mandatory orientation session in which all subrecipients receive updated information pertaining to their funded activities and throughout the year, town staff provide additional technical assistance through one-on-one contacts with the subrecipient agencies. Staff conducts a desktop review of the financials and program records of each subrecipient annually. On-site monitoring visits are completed as needed.

Reporting: Subrecipients of CDBG funds are required to submit quarterly reports as noted above. Each of the quarterly reports must provide information regarding the subrecipient's activities, beneficiaries, and accomplishments. This information is entered into HUD's Integrated Disbursement and Information System (IDIS). The staff will then review and monitor the reports for compliance with all applicable federal and local regulations, goals and objectives. Performance Measurement System: Utilizing HUD's system of measuring goals and objectives, the staff is measuring milestones of success for meeting the needs of the community's low and moderate income and minority residents.

This year's on site monitoring was conducted with Food Link, the Recreation Department and for the Spy Pond accessibility project. The monitoring was successful; all recipients were following program guidelines with suggestions that included improved internal procedures and clear timelines for completion of work.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The Town holds several public hearings throughout the CDBG funding cycle and encourages citizen participation to help address the needs of its residents. To ensure that all people, public agencies, and other interested parties have the opportunity to review and comment on performance reports on housing and community development activities and the use of CDBG funds, public notices are placed in the local newspaper. A draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available for public review for 14 days prior to submission to HUD. A notice is published in the local newspaper and the draft is posted on the Town's webpage. Hard copies are made available in the Department of Planning and Community Development office. The draft CAPER is also distributed via email to interested parties and no-cost copies of the documents are provided to interested parties who do not have internet access, upon request. The Town has made provisions to provide bilingual translators and captioning services for people with hearing impairments through a CART service upon request. The sites utilized for all public meetings/hearings are ADA compliant and within proximity to public transportation.

## **CR-45 - CDBG 91.520(c)**

### **Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The Town of Arlington did not change program objectives outlined in the 2015-2019 Consolidated Plan. The town's goals continue to be Affordable Housing Development, Housing Rehabilitation, Public Infrastructure, Public Parks and Open Spaces, Public Facilities, and Public Services. Upon review this past program year, "Direct Assistance to Homebuyers" appears to be less possible to achieve due to the purchase price of homes in Arlington. As was the case in prior years and since the suspension of the housing rehabilitation program, the Town remains committed to the program, but is cautious about achieving the goal of 40 Homeowner Houses Rehabilitated. The program continues to struggle to achieve program goals and outputs.

### **Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

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